

DD/R-870-53

13 JUN 1963

**MEMORANDUM FOR THE RECORD**

**SUBJECT : Space**

1. On 6 June 1963 the Chief, Logistics Services Division called me down to his office and briefed me on the space that was being planned for the DD/R as follows:

(a) 9,000 sq. ft. would be available on the first floor, the perimeter area of the southeast corner, about 1 September. This space is presently being occupied by the Director of Training and his staffs and the faculty of the schools. The space is all contiguous, but inside corridors are now shared by entrants to classrooms which will be retained. I told [REDACTED] that the space itself looked desirable but that we could not make a definite decision as to its acceptability until the security factors were checked. He stated that the classrooms could be entered from the main corridors so that no students would have to enter our area. I have some doubts that they all can so enter now, but undoubtedly, alterations can be made if necessary.

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(b) Moving of personnel on the fifth floor below OSA should begin about 10 June and "with luck", the space should be available around 1 July.

(c) In Room 3E29, across from the entrance to the present ORD space, is 1850 sq. ft. presently occupied by the Office of Security. The 9,000 sq. ft. on the first floor plus 850 sq. ft. of the 3E29 space will fulfill the ORD requirement and leave 500 more sq. ft. than presently

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occupied by the Registry. By moving the Registry to this room, we will be able to free the DD/R conference room for use as intended. The earliest date for accomplishment of this is estimated at 15 August.

(d) The date estimated for DD/I vacating the space in EE13 and 19 for HED/OEL and the Support Staff is 1 August.

2. Other space of interest to the DD/R is that being prepared for the computer center to be located on the ground floor, southeast corner. Work is going full steam ahead to meet the 1 August deadline. (On the following day, a personal contract of mine in the Real Estate and Construction Division revealed that the work is two days behind schedule. They would like to have the schedule stretched out to 1 September, but I gave my contract no information indicating a basis for relaxation of urgency.)

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Assistant for Administration  
DD/R

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